

FSCS Steering Committee Meeting
Residence Inn Alexandria – Old Town
1456 Duke Street
Alexandria, VA 22314
March 19-21, 2007
Minutes
4-10-07

Attending:

Elected SDCs: Kit Keller (Chair), Shelley Fugitt (Vice Chair), Ira Bray, Frank Nelson and Timothy Owens.

Appointed: Keith Lance, Libby Law (Secretary), and Alan Zimmerman.

COSLA: Suzanne Miller.

ALA: Denise Davis.

NCES: Barbara Holton (Monday), Jeffrey Owings (Monday), and Tai Phan.

NCLIS: Neal Kaske, and Kim Miller (Monday & Tuesday).

Census: Terri Craig, Loretta McKenzie, Johnny Monaco (Monday), Patricia O'Shea, and Cynthia Jo Ramsey.

Bibliostat: Trevor Allred.

IMLS: Mary Chute (Monday), Michele Farrell, and George Smith (Monday).

Florida State University: Christie Koontz (Wednesday) and Dean Jue (Wednesday).

Synergy: Gordana Vukovic-Azaiez and Carol Coy.

The meeting was called to order and introductions were made.

Minutes: **Motion: Neal Kaske moved to accept the minutes. The motion was seconded by Timothy Owens and passed.**

Knowledge Sharing:

NCLIS:

An excerpt of a February 5 Press Release: "NCLIS Restates Position on Federal Libraries and Access to Public Information" was presented. The resolution "urges that prior to making any decisions to close a Federal library, cut services, or dramatically restructure an agency's library system, public and Congressional input be solicited in an open process."

Neal Kaske announced that he will be leaving NCLIS on April 2 to accept the position of Head of Public Service for the library system at the National Oceanic and Atmospheric Association (NOAA).

IMLS:

The extension of the budget Continuing Resolution through the end of the fiscal year has complicated the transition of the program from NCES to NCLIS. On Monday, March 19, Jeffrey Owings and Mary Chute learned that the two agencies had received different interpretations from their OMB Desk Officers about the impact of the Continuing Resolution on plans to transfer the public library statistical program to IMLS. IMLS has been informed that they are not authorized to proceed with new programs and have no funding available for

new programs. NCES has proceeded with plans to transfer the program to IMLS, and has redirected the funds previously earmarked for the statistics program to other NCES programs.

Concern was expressed about:

- The status of the NCES/Census Memorandum of Understanding (MOU). The NCES MOU expires September 30, 2007, and IMLS is not authorized to enter into a MOU with Census.
- Planning for the December Conference. IMLS has neither the authorization nor the funds to contract for planning for a December Conference, or to authorize any planning activities by existing IMLS staff for this event.
- The transfer of the program with no funding available.
- Possible delay of the 2006 statistical analysis and data release.
- Possible delay for the 2007 data collection.

Hopefully this will be resolved within the next week. The Steering Committee discussed sending a letter to IMLS and NCES to encourage communication and a commitment of support for the December conference and the annual collection of data. Sending a letter for IMLS to use to encourage their OMB Desk Officer to take action quickly to resolve the situation was also discussed.

IMLS is doing what they can, within the restricted authorization, to be ready to take on the new program as of October 1, 2007 including hiring a new Chief Information Officer, who will oversee the public library statistical program, and continues to have extensive, though informal conversations with Census.

Mary Chute is the point person for the program with George Smith serving as her right hand. The statistics program will be kept separate from **Policy, Planning, Research, and Communications**. Mary Chute, George Smith, and Michele Farrell will represent IMLS at the Steering Committee meetings.

NCES:

Jeffrey Owings reported that NCES is moving forward in good faith. They have done everything to facilitate the transfer of the program. He indicated that they did not have the name of the IMLS point person for the program. George Smith will be brought up-to-date regarding some needed policies and procedures which need to be in place to complete the transfer of files. Mr. Owings was asked about the impact of Neal Kaske's resignation on the MOU with NCLIS. No decision has been made about this position.

NCES will have completed the data collection and editing by September 30 except for any post edit follow-up. IMLS will need to prepare for the post-edit follow-up, data analysis, and release of the data.

NCES is proceeding with plans to expand the Longitudinal Program. Jeff Owings was asked about the previously announced plans for using funds released from the transfer of the Public Library and State Library survey programs to IMLS for improvement of the Academic

Library and School Library Media Center surveys. Mr. Owings indicated that they would be making improvements on these surveys as well.

Jeff Owings and Thai Phan will represent NCES at the Steering Committee meetings.

Census:

Patricia O'Shea reported that things are proceeding as usual she is confident that everything will go as scheduled. Census has received all files for the NCES program. The Web site should be developed on schedule.

The NCES MOU with Census ends September 30. Since it takes about 3 months to complete an MOU, concern was expressed about the program impact if there is no MOU in place on October 1.

PLS 2005: NCES is reviewing the imputed file. NCES will release the 2005 data file and publish a *First Look* report with supplemental tables that will look like last year's SLA publication.

PLS 2006: Nine (9) submissions have been received and 4 are completed. Edits are in process.

PLS 2007: Survey is scheduled to be released in the fall.

PLS 2008: Edit evaluations are underway.

COSLA:

The COSLA Research and Statistics Committee is developing a strategy to address reauthorization of LSTA and to support the move of the statistics program to IMLS.

Concerned was expressed about number of surveys. The development of an interactive survey calendar database to help with scheduling of surveys was discussed. Denise Davis indicated that her office will handle this.

ALA:

ALA/Bertot survey, funded by Gates, is a 3-5 year multiple survey.

Consortia Survey – The survey deadline is March 31. The universe (about 300 Consortia) represents separate organizations with their own budgets. The final report is scheduled for June. There will be a searchable directory. The grant sets the baseline. ASCLA will pick up and manage the Consortia Survey Program after September 30 and plans annual or biannual updates.

Ms. Davis expressed ALA's support for the transfer of the of the public library and state library survey programs to IMLS and encouraged an emphasis on data quality and timely data release.

New Business

SDC Job Description: The changes to the State Data Coordinator job description for consistency and clarification were accepted. There was a discussion about adding “provides dates of the states scheduled survey(s) to ALA for the interactive survey calendar”.

Survey Fatigue: Concern has been expressed by SDCs about the number of surveys libraries are receiving. The Minnesota SDC proposed incorporating data elements from non FSCS annual surveys into the annual contract with Bibliostat Collects as a way to reduce survey fatigue. The list of suggested annual surveys was reviewed. After the discussion it was decided that this proposal was not realistic. Kit Keller will report the discussion to the Minnesota SDC.

Additional ways of addressing the survey fatigue were discussed. The ALA Office of Research serves as a clearinghouse for all ALA surveys. It was suggested that IMLS consider requiring grant applications that include a survey of libraries to provide supporting documentation indicating that libraries are willing to participate in a survey and encourage other methods of collecting data such as focus groups and use of available data.

OCLC WorldCat Registry: Ira Bray demonstrated the WorldCat Registry and discussed its potential use. Concern was expressed about data accuracy and consistency, use of FSCS labels and definitions, lack of a data year, control over changes to the data, and credit for source of data. Project Manager JoAnna White – white@OCLC.org expressed the desire to meet with the FSCS Steering Committee. Ira Bray was asked transmit the Steering Committee’s concerns to Ms. White and to suggest they point to NCES peer comparison tool.

Neal Kaske suggested compiling a separate list of items to be addressed by IMLS, incorporating items identified previously as well as those identified during this and future meetings. The Steering Committee agreed that this is a good idea.

Motion: Kit Keller made a motion to release the ballot to change the definition for Audio and Video to include downloadables in the total. The motion was seconded by Ira Bray and passed. Frank Nelson will work with Kim Miller on the balloting of the states. If the definition change is adopted, a flag will need to be added to the data file.

Mary Jo Lynch Award: The Mary Jo Lynch Award was discussed. Neal Kaske sent marketing packets to each mentor. Alan Zimmerman and Keith Lance reported positive contact with their states and anticipate receiving applications for the award. Ira Bray will contact Ann Reed for the packet that Neal Kaske was sent to her. Award submissions and questions are to go to Keith Lance. Neal Kaske agreed to continue to participate in the application review process.

FSCS name change was proposed: Public Library Statistics Cooperative (PLSC). FSCS is a name used for several NCES programs and therefore a new name will be needed when the program moves to IMLS in October 2007. Kim Miller will send this proposal to all partners for a vote at the June meeting.

By-laws correction. A typographical error was made in the by-laws adopted at the 2006 December Conference. The last phrase in the first paragraph under membership, “and others appointed contingent upon available funding”, was omitted. **Motion: Timothy Owens proposed that the by-laws be corrected and the SDCs be informed about the correction. Suzanne Miller seconded the motion and it passed.** Kit Keller will inform the SDCs.

Steering Committee Job Descriptions: Copies of the draft job descriptions for Secretary, Chair of the Data Collection Subcommittee, and Chair of the Data Use Subcommittee were distributed for review. Job descriptions are to be developed for Chair of the Steering Committee, Chair of the Conference Subcommittee, and Chair of the Data Elements Subcommittee for review in June. Each of the Subcommittee chair job descriptions needs to include: “Provides a draft agenda for subcommittee meetings” and “Prepares a report of the subcommittee meeting including a list of those attending”.

Election of SDCs to the Steering Committee: Two terms (Kit Keller’s and Frank Nelson’s) are scheduled to end in December. Terry Assaf, Debbie Buchmeier, Hulen Bivins, and Dianne Carty have agreed to be candidates. The process for handling the resignation of elected SDCs was discussed.

Steering Committee Membership Terms: There was a discussion about the need for longer terms for elected steering committee members. **Motion: Shelly Fugitt moved that the term of the elected Steering Committee members be changed to 4 years. The motion was seconded by Kit Keller and passed.** This will be presented for a vote at the December Conference.

Collecting data from the territories was discussed. This is an issue that needs to be addressed by IMLS.

GeoLib

Christie Koontz and Dean Jue (Florida State University) presented information about changes made to GeoLib making it easier to maintain the geographic location of the library and demonstrated the new interactive and intuitive “information dashboard” making it easier access to the data.

There was a discussion of responsibility for updating geographic location of libraries. Concern was expressed about proposal for having libraries updating the database and added burden of having SDCs responsible for this.

The GeoLib Survey was tested. SDCs will receive the survey and will be asked to identify someone in their state interested in data to receive the survey.

Mapping of legal service area was discussed. About 40% of the legal service areas conform to existing census districts. There will be a significant cost associated with mapping the non-conforming legal service areas. About 10% of the LSAs need to be updated annually. IMLS issue: Someone is needed to digitize the non-conforming library legal service areas to give to Census.

The Steering Committee Objectives were reviewed.

- Work flow diagram of timelines and responsibility: Patricia O'Shea and Johnny Monaco have a detailed list and timeline of transition task to be completed. They will provide a summary at the June meeting.
- Blog Software: Dropped because IMLS policy prohibits use of Blog.

Subcommittee Objectives were reviewed.

- Data Collection: Fast Response Survey – deleted because it is not appropriate at this time. IMLS will be asked to develop a venue for Fast Response Surveys.
- Data Elements: Blog and web site content: Delete “Work with NCLIS and IMLS” from this objective. The chair of the Data Elements Subcommittee will continue to administer the Blog.
- Data Use: Change specific data use project from “performance ranking of individual libraries by population range” to “Analyze national library data and some local library case study trends for an article.

The “To Do” list was reviewed.

Plus:

Free internet access – essential for future hotels

Location, meeting rooms, hotel staff - great

Synergy support great

Minus:

Hotel HVAC

Monday morning surprise about funding issues, revealed by IMLS & NCES

Data Collection Subcommittee: Alan Zimmerman (Chair), Ira Bray (Vice Chair), Trevor Allred, Terri Craig, Denise Davis, Michele Farrell, Neal Kaske, Loretta McKenzie, Frank Nelson, Timothy Owens (Monday Only), and Cynthia Jo Ramsey.

Cynthia Jo Ramsey distributed the proposed edits for the new 2007 data elements. The subcommittee will look at the edits before the next meeting.

- Registered Borrowers: Parameters for a Range of Percentage of Service Population. New data elements are published after the 3rd year of collection, so the data for Registered Borrowers will not be released until 2008; however, the subcommittee would like to see the layout for registered borrower tables. Data Use was asked to develop the table for registered borrowers.
- Audio and Video data (if the ballot passes): The definition change may result in massive changes. The options are to turn the edit off or to leave it as is. The recommendation is to leave the current edit as is and use this as training opportunity on global edits.

Internal edits: This is done after post edit process and is publicly available.

Alan Zimmerman presented the Data Collection Subcommittee Chair job description.

BUG: Ann Reed is “lead” for the Bibliostat Collect Users Group (BUG) and will be responsible for the content of the BUG meeting.

Partial Year library closings: The subcommittee reviewed the options and decided to propose this as a new element for the outlet file. The proposed data element will address the number of weeks the outlet is closed because of natural disasters, renovation, etc. as opposed to regular closings for such things as holidays and seasonal closings. The subcommittee will write the definition and rationale for discussion at the June meeting. This will be presented at the Conference with a discussion about its impact on imputation of data.

PLS 2005: NCES will release the data and publish a First Look Report

PLS 2006 Collection: Need to make sure work on 2006 data collection is completed by September 30 in case of funding issue. Census will be finished with their work by September 30. IMLS needs to plan for post data follow-up, which was previously done by NCES and will need to be done after October 1. The Steering Committee would like to see draft 2006 E.D. Table at the June meeting for Group 1 submissions including how registered borrower table might look.

A list of IMLS responsibilities needs to be maintained to ensure that nothing is overlooked.

Problem data elements – reference questions: The subcommittee will look at this at the library level data and identify and issues to be addressed at the conference.

Edit Issues:

- Edit language: Ira Bray reviewed the edit messages for clear language and identified two types of messages: sums which included the “-1” and those that fall outside of the established range. Ira Bray and Cynthia Ramsey will work on clear language for review at the June meeting. Selected SDCs will be asked to review the language. The final wording for edits will be done by Census.
- Per Capita: The per capita issues identified by the Data Use Subcommittee will be reviewed. Census will review the data and explanations in files. A presentation will be developed for the Conference to address issues identified. The presentation will include the need to use the correct definitions and the local library’s ultimate responsibility for providing valid data.

Training of SDCs who do not attend the Conference: Web based training options were discussed. The BLOG will be opened to all partners. Also, the possible use of Word Press for the BLOG was discussed.

Data Conference Subcommittee: Shelley Fugitt (chair), Keith Lance (Vice Chair), Kit Keller, Libby Law, Kim Miller, Suzanne Miller, Patricia O’Shea, and Timothy Owens (Tuesday only).

The implications of the Continuing Resolution and the possibility of no conference in December were reviewed. The subcommittee decided that plans need to be in place for a conference. SDCs need to be informed about the impact of Continuing Resolution and that plans for the December Conference are continuing. Issues and questions for IMLS regarding planning the conference were identified:

- Name and contact information for Event Planners
- Arrangements for direct pay instead of reimbursement
- If delay in funding by OMB results in problems with locating hotel in DC, can the meeting be moved to outside DC? Change the date of the meeting?
- Who will purchase the awards: Keppel Awards, Eckard Awards, Lynch Award?

The conference will be planned for the first week in December.

The general schedule will follow last year’s schedule:

- New SDC Session: Monday afternoon (1 – 4:15). New SDC Session: Ira Bray will serve as back-up for Shelley Fugitt.
- Conference: Begin on Tuesday morning and end Thursday morning
- Steering Committee: Thursday afternoon.

Proposed theme for the conference: First Annual Public Library Statistics Cooperative (PLSC) – Our new Goal – Use Data. Kim Miller will develop a new logo to go with new name.

Election of SDCs to the Steering Committee: Two terms (Kit Keller’s and Frank Nelson’s) are scheduled to end in December. Terry Assaf, Debbie Buchmeier, Hulen Bivens, Dianne Carty have agreed to be candidates. The process for handling the resignation of elected SDCs was discussed.

The subcommittee reviewed the conference evaluations and the results of the survey. Issues identified:

- Value of the Conference: Networking, Comparing methods of collecting data, and asking questions of experts.
- Topics requested: Use of Data to Support Decisions, Use of Data for Advocacy and the Importance of Data Collection for Local Library Directors.
- SDCs want concurrent sessions to be offered more than once.
- SDCs want a Showcase Web sites.
- SDCs like the round table format for the discussion of data element and bylaws.
- General Session room set-up: Long/narrow room should be set up with speaker at the center of the long wall.
- Partner reports – Reports are to focus on FSCS activities and uses handouts for any other issues.
- BLOG - Include a presentation on the BLOG during the New SDC Session and include a handout about the Blog in the packet to remind all SDCs about the Blog.
- Concurrent Sessions – Provide a more complete description of each session and ask Speakers to stay on target.
- Illinois Research Center: A General Session is needed for this.
- Mentor session – Schedule this for the end of 2nd day.
- Have more than one microphone for general session discussion.
- BUG session –Offer space for an informal BUG and non-BUG groups at the end of one of the days.
- Excel Concurrent session: If offered it should be at the intermediate level.

Developing a template for PowerPoint presentations is not practical; however, the following PowerPoint guidelines will be given to each presenter:

- 24 point minimum
- For Excel Charts/Graphs – labels 18 point, title 24 point
- Maximum 5 bullets on each slide
- Print handouts: 3 slides per page with space to take notes

Proposed Concurrent Sessions and possible presenter

- Using Data for Advocacy – Hulen Bevins.
- Using Data for Decision Making –
- STLA session – Suzanne Miller.
- WebPLUS year 2 – Census.
- Importance of Data Collection for Local Library Directors – Marianne Kotch.
- FSCS Seal of Approval – Keith Lance.
- Effective graphical presentations – Timothy Owens.
- Mentor Session: Questions were reviewed and minor changes made.

Mentor State/Territory assignment: The requirement to collect data from the territories once the program moves is an IMLS issue.

Kim Miller will send an electronic version of the conference program format to Shelley Fugitt.

Kit Keller will check with Kim Miller regarding status of Orientation Manual.

Data Elements Subcommittee: Frank Nelson (chair), Timothy Owens (Vice Chair), Ira Bray, Terri Craig, Denise Davis, Loretta McKenzie, Kim Miller, and Suzanne Miller.

Improvement of usage of the Blog was discussed. IMLS can not sponsor a BLOG because the attorney ruled that it would be an “open forum” issue. The BLOG will be administered by the chair of the Data elements committee. Frank Nelson has checked out WordPress which offers subject listings. Kim Miller will remove NCES and IMLS from the Data Element Objective for the BLOG. Communication with SDCs will continue through both the BLOG and the listserv and SDCs will be encouraged to use the BLOG.

The procedure for review of proposed data elements was discussed. IMLS has submitted the package to OMB. Concern was expressed about the impact of any public comments on the timetable. Denise Davis will contact Elaine Kroe to get a better understanding about what has happened in the past. IMLS will need to make their OMB desk officer aware of this. IMLS will review process dates to make sure the current schedule works for IMLS.

Frank Nelson will work with Kim Miller on the ballot for the changes to audio and video definitions and send it to the states for a vote. If the ballot passes, the data will be collected in 2007. The issue of edit checks was discussed and the need to flag the data with a note about the definition change was noted.

Future data elements:

- YA (ages 15-18 years) Programming: Frank Nelson will draft a definition for YA Programming for discussion at the June meeting.
- Early Literacy: Suzanne Miller & Ira Bray will work on a definition for Early Literacy.
- Connectivity: Gates Tech Atlas software may address the data needs for the connectivity issue.

No problem data element definitions were identified for discussion.

The subcommittee discussed:

- Development of a grid for collection expenditures.
- Other Materials (Data Element 355): Blurring of electronic material and other materials – recommend clarification by adding the phrase “and materials in new physical formats”.
- Collapse some categories – such as print expenditure and non-print expenditure

Data Use Subcommittee: Keith Lance (Chair), Alan Zimmerman (Vice Chair), Trevor Allred, Michele Farrell, Shelley Fugitt, Kit Keller, Neal Kaske, Libby Law, and Patricia O’Shea.

Significant outliers were identified in the public library per capita ranking tables developed by Keith Lance. The problems were referred to the Data Collection Subcommittee. Because of the outlier issue this objective will not be pursued. The focus will be changed to a review of national

library data including some state and local library case study trends for an article. Kit Keller, Keith Lance, and Alan Zimmerman will identify case study libraries. IMLS Issue: Look at some state trends over time.

Methods of promoting use of the data were discussed.

- Presentation at the Northumbria Conference and at the IFLA Conference (August 10-14, 2008 in Montreal) and the development of a PowerPoint template for use at state conferences. Shelley Fugitt will gather PowerPoint presentations from SDCs and send them to the Data Use Subcommittee to use in the development of a generic template and to Timothy Owens to use in the development of a conference program. Michele Farrell will investigate program proposal requirement for the 2008 IFLA conference.
- Keith Lance will talk with Denise Davis and Christie Koontz about the development of programs for presentation at ALA & PLA conferences that could be adapted for state.
- A downloadable version of the bookmark – “An Hour in the Life of... “. Shelley Fugitt sends it to Kim Miller to post on the NCLIS website. Kim Miller will use both the BLOG and the listserv to announced the availability of the bookmark.
- Presentation to library school classes on data use
- Discuss approaching PLA/ALA and possibly “USA Today” about quotable facts about public libraries. There was a discussion about ALA’s brochure “Quotable Facts about America’s Libraries” and the possibility of copyright issues. Denise Davis verified that ALA has not service marked or copyrighted this brochure, however the brochure is branded to the “@your library” advocacy campaign. Any linking of ALA as a supporter would need to be run by ALA’s legal staff. Keith Lance will use 2004 data to develop some Factoids.

Glen Holt is looking favorably on publishing an article in “Public Library Quarterly” about the review of Thomas Hennen’s HAPLR Index.

Conference Program.

- A review of web sites with a focus on specific site issues.
- Illinois Research Center general session with a demonstration on how to use it.

Eckard Award

Website with new criteria: The development of clear criteria and the need to make the criteria available to SDCs early so that they can work to become eligible was discussed. Kit Keller will develop a spreadsheet with criteria to use in reviewing web sites and send it to mentors. Criteria identified included:

Criteria used in prior years plus

- Level of interactivity
- Usability of data - extent to which data is downloadable
- Data use instrument and instructions
- ADA compliance
- Innovation – such as library of the month

Keith Lance will also contact states for copies of any of their publications and products for Eckard Award consideration.

The “FSCS Seal of Approval” for state library web sites was discussed. Alan Zimmerman will review the criteria guidelines and develop standards for a FSCS Seal of Approval. [This will likely become the PLSC Seal of Approval.]

A data file flag will need to be added to note the change in the definition if the proposed change to audio and video materials is adopted.

The format for the registration table for the 2008 data publication is to be reviewed at the June meeting.

IMLS issue: Where will FSCS data reside on IMLS Web site?

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To Do Issues

All: Let Cynthia Jo Ramsey know if interested in attending baseball game in June.

Ira Bray & Cynthia Jo Ramsey: Review edit messages for clear language for the June meeting.

Ira Bray: Contact Ann Reed for the Mary Jo Lynch Award packet that Neal Kaske sent to Mentors and use it to encourage his SDCs to make appropriate local contacts.

Ira Bray: Transmit concerns expressed about WorldCat Registry to JoAnna White and suggest that they point to the NCES Peer Comparison tool.

Census: Review data edit issues identified by per capita ranking by population and report on findings in June.

Census: Provide a draft table for Group 1 data.

Census: Add data flag to identify the changed definition if ballot passes.

Mary Chute: Let Steering Committee members know if/when OMB desk officer authorizes IMLS to proceed with preparation for the statistics program.

Data Collection Subcommittee: Develop a definition to address library closing for the June meeting.

Data Collection Subcommittee: Review 2007 edits before June meeting.

Data Collection Subcommittee: Review reference question data at local library level and identify problems for a presentation at the Conference.

Data Use Subcommittee: Develop table(s) for registered borrowers. Note: The Data Collection Subcommittee would like to see the draft table layout.

Data Use Subcommittee: Send states the criteria that will be used to select Eckard Award winners to SDCs and encourage them to use the criteria to develop websites.

Denise Davis: Contact Elaine Kroe for a better understanding of public comments received from the Federal Register. She will work with IMLS to plan for what happened in the past and to make their OMB desk officer aware of this.

Denise Davis: Develop an interactive survey calendar for states to post dates of state survey(s) schedule and for others to use in scheduling surveys.

Michele Farrell: Investigate Conference presentations requirements at the at IFLA and Northumbria conferences.

Neal Kaske: Participate in the Mary Jo Lynch Award application review.

Kit Keller: Make sure the conference agenda includes vote on extending terms of elected SDC members of the Steering Committee.

Kit Keller: Build a spreadsheet with criteria for review of state data websites and distribute it to Data Use Members who are Mentors.

Kit Keller: Develop a job description for Chair of the Steering Committee.

Kit Keller: Report the results of the discussion of the proposal to add non FSCS data elements to Bibliostat Collect to the Minnesota SDC.

Kit Keller: Send the “impact of continuing resolution” letter to SDC and inform them that plans are being made for the December conference.

Kit Keller: Check with Kim Miller regarding status of orientation manual.

Kit Keller: Send letter to NCES and IMLS supporting funds and authorization of the transfer of the program and encouraging communication between NCES and IMLS to ensure a smooth transition in October.

Kit Keller: Inform SDCs about typo correction to the by-laws.

Kit Keller, Keith Lance & Alan Zimmerman: Identify libraries for case study article.
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Keith Lance: Contact SDCs for copies of their “state” use of data (factoids) for possible Eckard Award and/or use in development of national factoids.

Keith Lance: Check with Denise Davis, Christie Koontz, and others about programs at ALA & PLA.

Keith Lance: Receive Mary Jo Lynch Award submissions and questions.

Kim Miller and Frank Nelson: Send Ballot to states.

Kim Miller: Send electronic version of conference program format to Shelley.

Kim Miller: Post “Day in the Life of” bookmark on web site and send notice of posting to SDCs through Blog and Listserv.

Kim Miller: Develop a new logo to go with new name.

Kim Miller: Send the proposed new name to all partners for a vote at the June meeting. **Public Library Statistics Cooperative (PLSC).**

Kim Miller: Add the following to the Chair of Data Collection and Data Use Subcommittees: Prepare agenda for subcommittee meetings. Submit a report on subcommittee meetings, including attendance. Note: this should be part of all subcommittee chair job descriptions.

Kim Miller: Remove NCES and IMLS from the Date Element Objective for the blog.

Suzanne Miller and Ira Bray: Develop Early Literacy definition and rationale.

Frank Nelson: Develop YA Programming definition and rationale.

Frank Nelson and Kim Miller: Send Ballot to states.

Frank Nelson: Develop a Job description for Chair of the Data Elements Subcommittee and make sure that it includes “Administers the BLOG”, “Prepares agenda for subcommittee meetings”, and “Submits reports on subcommittee meetings, including attendance”.

Patricia O’Shea: Provide a summary of the list and timeline of transition task for the June meeting.

Jeffrey Owings and George Smith: Make sure that IMLS has a complete list of policies, standards, and procedures that are needed for the transfer of the files and for a smooth transition.

Cynthia Jo Ramsey & Ira Bray: Review edit messages for clear language for the June meeting

George Smith and Jeffrey Owings: Make sure that IMLS has a complete list of policies, standards, and procedures that are needed for the transfer of the files and for a smooth transition...

Alan Zimmerman: Develop guidelines/standards for the FSCS Seal of Approval

Alan Zimmerman, Kit Keller, and Keith Lance: Identify libraries for case study article.